Website Design Process
what we do & what you do

☞   Agency's responsibility

❖   Important note or milestone

Contact & Schedule

Phone or email Access Idaho and let us know you are interested in a website. We will work you into our schedule.

- ❖ Our creative and development groups are separate. If you would like an application, database integration, e-commerce, etc., please discuss this with our marketing staff.

Initial Meeting

☞ You let us know about your needs.
We let you know about our process.

Concept Meeting

We convert your needs into navigational ideas and (generally three) prototype designs.

Concept Feedback

☞ You communicate your preferences regarding the prototypes to us.
Concept meeting and feedback may be repeated as needed.

Concept Finalization

We provide you with the finalized concept.

☞ You sign off on the concept.

- ❖ Your sign-off finalizes the graphical look and the navigation.

Signed Letter of Agreement (SLA)

A contract is drawn up between your agency and Access Idaho.

☞ You sign the agreement.

- ❖ Work on the project does not begin until the Department of Administration reviews and approves the contract.

Content Gathering

Both parties agree on a timeline for information delivery.

☞ You collect the information you want in your website and provide it to us in electronic format
       Acceptable content includes: text in an email, text currently on a website, Word documents of 10 pages or less, small gif and jpg graphics
       Unacceptable content: faxes, paper documents, large graphics, books
       Access Idaho reserves the right to refuse content we feel is not web-friendly.

- ❖ New content is not accepted after the due date for content has passed.

Site Development

We create a website combining the look you have chosen, the architecture you have chosen and the content you have provided.

☞ You decide where you would like to have your site hosted and your site address.

Site Feedback

We provide you with an internet address where you can browse through our development site.

☞ You will carefully comb through the site noting small items that need to be changed or clarified.

❖ The navigation and graphical look cannot be changed. New content will not be accepted.

Feedback Changes

We make the small changes you have noted.

Launch sign-off

☞ You browse the development site once more.
Small, urgent changes may be made. (Changes which are not vital to the operation of your agency should be made during training as an exercise.)

☞ Make sure your current internet host has been notified of your intent to change hosts (if applicable).

❖ Your sign-off means the site is ready for launching.

Launch

Your new website is live for the world!

Training

We will train you to maintain your site.

☞ You need to have FrontPage (2000 or better), Adobe Acrobat, and network access on the computer(s) to be used for training. (Set this up on the computer of each person who will be part of your site's maintenance.) If you plan on editing graphics you will also need graphic software. Please talk to us about this ahead of time.

☞ Make an appointment with us for training within two weeks of your site's launch.